

# SETTING UP YOUR DRIVE FOR DEVELOPMENTAL DISABILITIES

## WITH WALMART

Before proceeding below, you need two things:

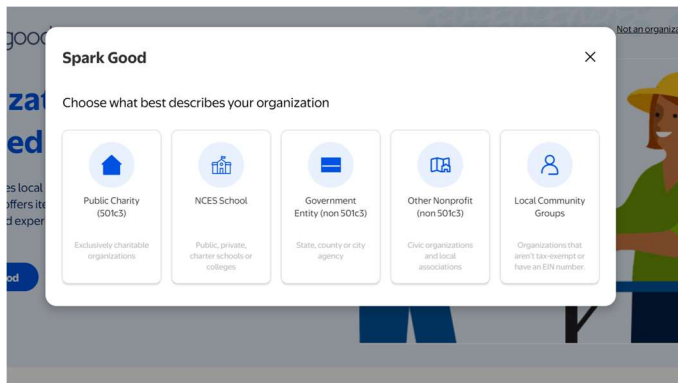
1. An account set up with Walmart
2. An account set up with Deed (See prior instructions)

Once these two things are done, go to [www.walmart.com/nonprofits](http://www.walmart.com/nonprofits)

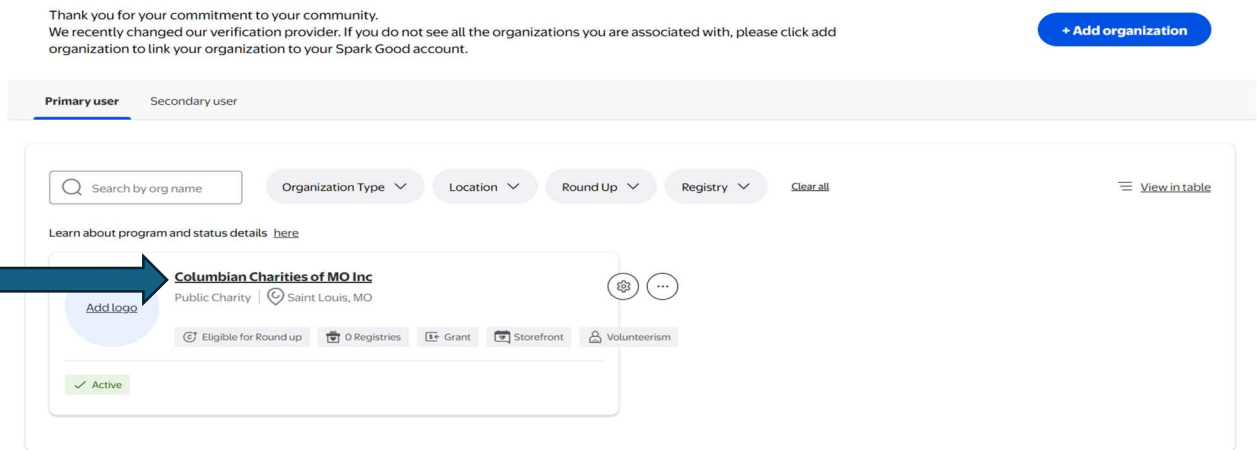
1. Sign into your Walmart Account (if you haven't already done so)
2. Scroll down and click on **Access Spark Good**



3. As before, click on Public Charity 501C3

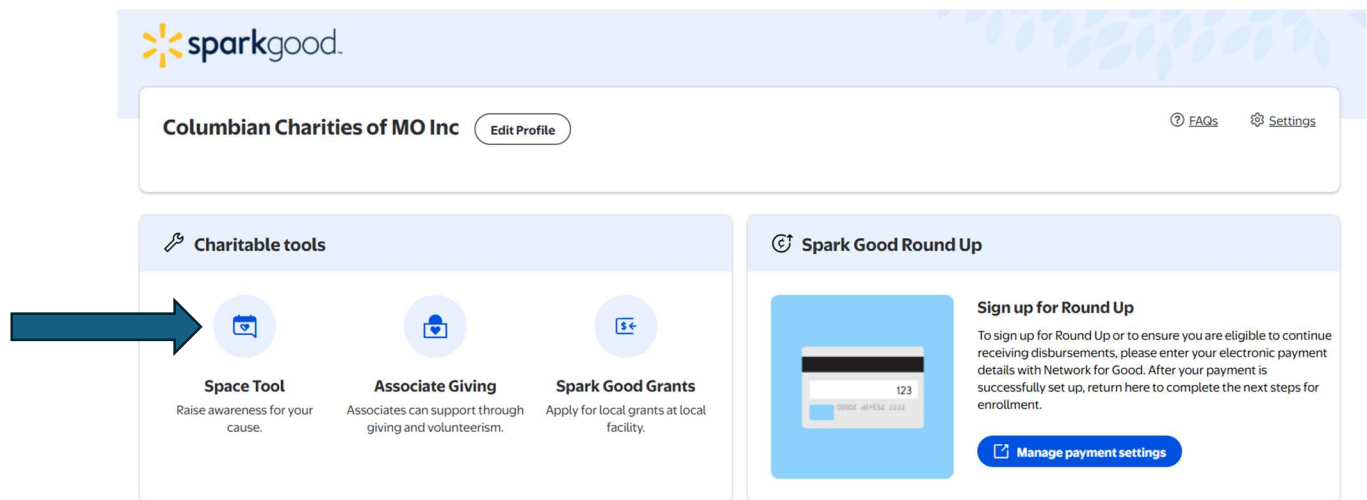


4. Once you click on Public Charity, you should see the following page:

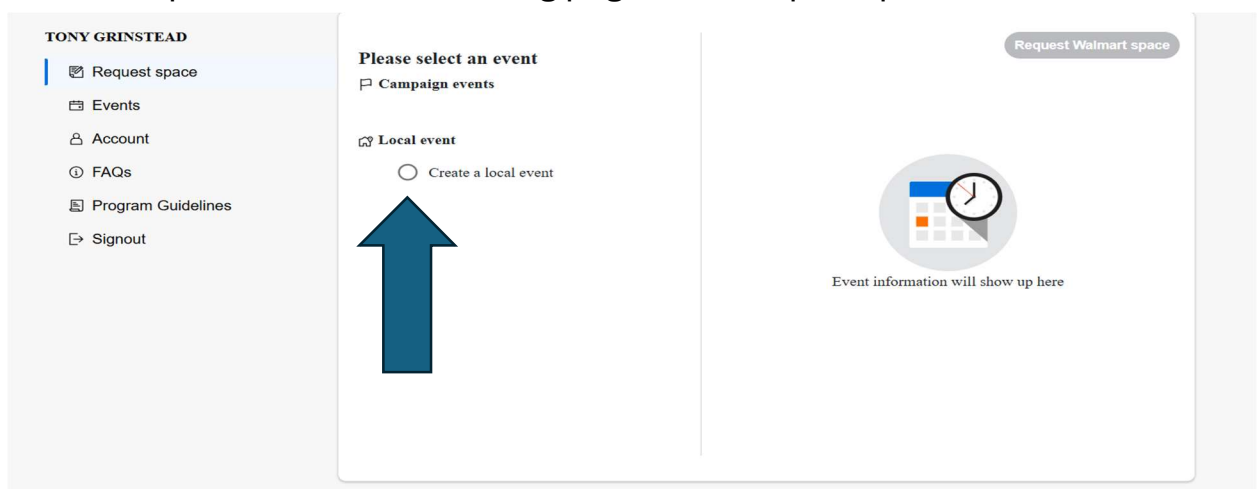


5. Click on **Columbian Charities of MO Inc**.

6. You should see the following page:



7. Click on Space Tool. The following page should open up:



8. Click on Create a Local Event

9. Next, you will be asked to click the box: “I understand”. This should take you to the Space Request Tool Page:

**Space Request Tool**

**Tell us about your event!**

1. What is the purpose of the event ?

Fundraising ▼

1a. Is this event part of a Back-to-School effort your organization is hosting to support students, families, or educators in your community (e.g., school supply drives, backpack giveaways, or educational support efforts)?

☐ Yes

☒ No

2. Which focus area best describes the event ?

Community Support & Social Action ▼

3. Who will be the main contact for the event ? ⓘ

--Select An Option-- ▼

- a. Under #1. What is the purpose of the event. Click: *Fundraising*.  
Under #1a. Click *No*
- b. Under #2. Which focus area best describes the event? Click:  
*Community Support & Social Action*

- c. Under #3. Who will be the main contact for the event? Click to open the list of moderators and find your name. Ho

4. How does this event help your local organization meet a need in the community?

Please input alphanumeric characters only

0 / 500

5. How will you engage with customers on Walmart property?

Please input alphanumeric characters only

0 / 500

6. Will you be selling an item in exchange for a donation? Or will you be giving away items to further engage customers?

- ☐ Yes
- ☐ No

- d. Under #4. How does this event help your local organization meet a need in the community? *Give a short description of how the money raised will go to help your chosen local organization. (Please be brief in your description. Three to five sentences should be enough)*
- e. Under #5. How will you engage with Customers on Walmart Property? *Here you can explain how you distribute Tootsie Rolls and ask for a donation. Please share that, technically speaking, there is no obligation whatsoever to donate.*
- f. Under #6. Will you be selling an item in exchange for a donation? Please click **No**

10. After clicking Continue, you should be taken to a map. Please enter the zip code of the Walmart(s) in your area. Then click on your store.

Search By State/City/Zip

65804

Search

**SPRINGFIELD**  
SPRINGFIELD, MO 2221  
2021 E INDEPENDENCE ST

**SPRINGFIELD**  
SPRINGFIELD MO 5693  
1320 S GLENSTONE AVE

11. On the next page, click on where you will be located. (Preferably

**SPRINGFIELD - SPRINGFIELD, MO 2221** [Change](#)

2021 E INDEPENDENCE ST-MO-65804-3748

**Choose a space for your event**

Outside

**Front entrance of store**  
Store will assign space at check-in

[Continue](#)

Outside)

12. Click the date you are wanting as well as the time(s). NOTE: If you want more than one day, you will need to fill out the form twice.

**Select Dates:**

- Total requested days: 0
- Total remaining days: 14

November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Select All Day or up to two consecutive timeslots** **Selected Store Timezone : CST**

**All Day**

**10:00 am - 06:00 pm**

**Morning**

13. Review the final page and click on the three (3) boxes at the bottom.

NOTE: You will not be able to click on the boxes without opening the information associated with each checked box. Scroll through the guidelines and then click each box on the Final Page.

You are done!!!